



JOHN L. SALOMONE
TOWN MANAGER

TOWN OF NEWINGTON

131 CEDAR STREET
NEWINGTON, CONNECTICUT 06111

CAREER OPPORTUNITY

POSITION: TOWN PLANNER	PAY RANGE: Mid \$80,000 – low \$90,000, Neg.	CLASSIFICATION/ GRADE: A-11	EEOC Tech.
LOCATION: Town Planner's Office – Town Hall	APPLY BY: February 3, 2012	APPLY TO: Town Manager 131 Cedar Street Newington, CT 06111	

POSITION DESCRIPTION:

Under the direction of the Town Manager, responsible for providing professional planning and administrative services in directing the Town's planning and development activities. Works closely with the Town Manager, Development Commission, Town Council, Town Planning and Zoning Commission, and private developers. Supervises the Zoning Enforcement Officer. Position is appointed by the Town Council.

ESSENTIAL FUNCTIONS:

- Coordinates the activities of the Town Planning and Zoning Commission and the Zoning Board of Appeals, of various consultants, and of independent developers.
- Prepares agendas and legal notices.
- Provides information, advice, and recommendations for the development of Town policies and actions on land use and growth.
- Coordinates Town planning activities with various federal and state agencies, other towns, community groups, and other departments of the Town.
- Gathers and analyzes information about population, land use, economic and environmental conditions, physical features and other information about the Town.
- Administers the zoning and subdivision ordinances.
- Reviews proposed zoning changes and subdivision plans.
- Serves as the Town's delegated local traffic authority.
- Provides technical assistance to the Town Planning and Zoning Commission, Zoning Board of Appeals, the Town Manager, and the Town Council.
- Prepares annual planning budget and administers the approved budget in accordance with fiscal policies.
- Researches, prepares, and administers state and federal grant projects for both economic development, open space and conservation of resources.
- Participates in the near term and long range economic policy planning of the community.
- Develops and maintains an inventory of community resources including: industrially zoned land, public infrastructure information, social, cultural, and educational advantages, and related demographic information.
- Prepares, coordinates, and promotes an overall economic development program for the sale and development of lots in the town's industrial parks. Works with potential buyers, developers, attorney's, and real estate brokers to facilitate this process.
- Advises prospective developers on compliance with town development regulations, such as obtaining necessary zoning, building, and other required permits.

MINIMUM QUALIFICATIONS:

- A Master's Degree from a recognized college or university in city planning, economics, business administration, public administration or a related field; plus five years experience in city planning; or
- A Bachelor's Degree in planning or a related field, plus seven years of experience in city planning; or
- any combination of training and experience which provides a demonstrated ability to perform the duties of the position.
- Must be a member of AICP.

This is a partial list of job functions and qualifications. See attached Job Description for other duties and qualifications (subject to change).

The Town of Newington is an Affirmative Action/Equal Opportunity Employer and does not discriminate on the basis of age, sex, race, color, religion, marital status, sexual preference, national origin, or disability.

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